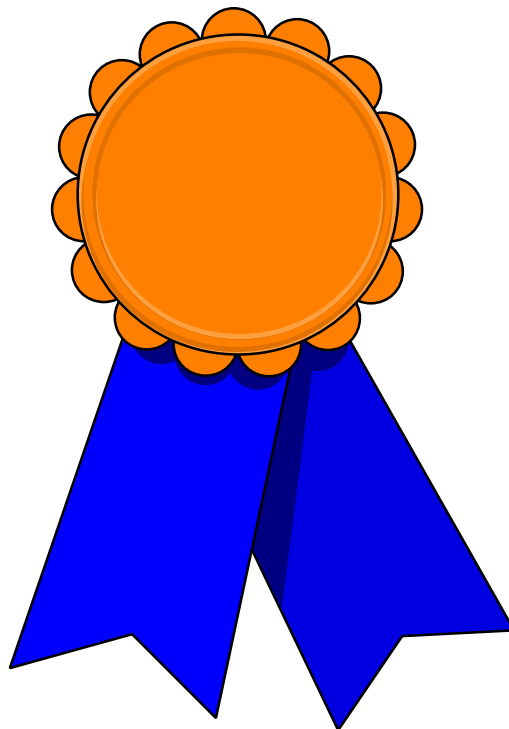


NAVAL RESERVE READINESS COMMAND REGION EIGHT JACKSONVILLE FL

AWARD RECOMMENDATION DESK GUIDE



APRIL 2000



DEPARTMENT OF THE NAVY

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION EIGHT
BOX 90, NAVAL AIR STATION
JACKSONVILLE, FLORIDA 32212-0090

IN REPLY REFER TO:
1650
N01A
28 Apr 00

From: Commander, Naval Reserve Readiness Command Region Eight

Subj: PERSONAL AWARDS SUBMISSION PROCEDURES

Encl: (1) Award Recommendation Desk Guide
(2) Disk Containing Correct Format for Citations

1. Timely recognition of outstanding performance, above and beyond that which is required to successfully execute daily tasking, is an effective means of enhancing morale, increasing promotability, and publicly recognizing truly exceptional performance. Written recognition includes, but is not limited to, Letter of Commendation (LOC), Navy and Marine Corps Achievement (NA)/Commendation Medal (NC), Meritorious Service Medal (MM), and Legion of Merit (LM). Enclosures (1) and (2) provide standardized procedures for submission of personal award recommendations to REDCOM Eight by Naval Reserve Activities (NRAs). It is the responsibility of the Reserve Center Commanding Officer to ensure that each Reserve unit and staff awards clerk maintains a copy of enclosure (1).

2. Awards recognizing specific acts should be bestowed as soon as possible after the act has occurred. Recognition of sustained superior performance should be afforded an individual at the termination of the period during which that person demonstrated that performance, such as the end of tour (EOT) of duty. Equally important is the need to preserve the character and meaning of awards.

3. When submitting an award to REDCOM Eight for consideration, policies and standard procedures must be followed. All packages will be reviewed by the Awards Board to ensure the individual warrants either a specific act or end of tour award. Award recommendations shall be submitted far enough in advance of the required date for presentation (e.g., detachment, retirement, change of command, etc.) to allow processing and delivery of the citation and medal to the Naval Reserve Activity. Awards for

Subj: PERSONNEL AWARDS SUBMISSION PROCEDURES

which REDCOM Eight is the awarding authority shall be submitted 90 days prior to the required date. Awards for which Chief of Naval Operations is the awarding authority shall be submitted six months prior to the required date.

4. Enclosure (1) shall be used as a guide for standardized preparation of awards submitted to REDCOM Eight. It outlines instructions for step-by-step procedures for preparing the OPNAV 1650/3, Award Citations for Flag LOC/NA/NC/MM/LM, and a Summary of Action. In addition, a list of most common errors is included. Correct addressees for the "TO" and "VIA" blocks of OPNAV 1650/3 are indicated in the OPNAV 1650/3 preparation guide.

5. Reserve Center Commanding Officers have the authority to issue specific act local command NAs to LCDRs and below. Since local NAs don't require a Summary of Action, they are an effective, administratively efficient manner in which to recognize outstanding performance. All awards of NC level and above will be forwarded to REDCOM Eight.

6. The primary point of contact for awards submission is Mrs. Dale Sisco (N01AA) at (904)542-2486, ext. 123 or DSN 942-2486, ext. 123. Questions may also be directed to the Command Services LPO or Director.


RHONDA S. LANDERS
Deputy

Distribution:
(REDCOMEIGHTINST 5216.1V)
List B

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AWARD RECOMMENDATION DESK GUIDE

References:

- (a) SECNAVINST 1650.1F
- (b) COMNAVRESFORINST 1650.1F
- (c) REDCOMEIGHTINST 1650.1G

I. General Information:

1. REDCOM Eight uses an electronic awards board. OPNAV 1650/3s may be faxed to (904)542-4180. The Summary of Action and Citation (in Word format) may be e-mailed to rc08n015@navresjax.jaxm.navy.mil or sisco@cnrf.nola.navy.mil, or the disk may be mailed (your preference). Name the files using the first six letters of the last name and "so" for the Summary of Action file, and "LC," "NA," "NC," "MM," or "LM" for the Citation file, depending upon the award being recommended. Examples: "smithso" for Summary of Action file and "smithnc" for the Citation file for an NC recommendation.
2. Provide CORRECT information.
3. SPELLCHECK and READ the Summary of Action, Citation, and OPNAV 1650/3.
4. Use easy to read font: Courier 10 PT.
5. Ensure the document on disk or e-mail is same as the paper copy.
6. Include a copy of any award Citation received during the same action period with recommendation package. Do not include actions already covered by awards overlapping the time period in the Summary of Action or Citation.
7. Do not send a forwarding letter unless unusual circumstances deem it necessary.
8. Submit award recommendations for MM or higher six months prior to EOT, retirement or change of command. Submit award recommendations for specific act as soon after the act as is possible.

II. OPNAV 1650/3:

1. VERIFY that all blocks are COMPLETE and CORRECT.
2. Faxed 1650/3 can be used.
3. Refer to OPNAV 1650/3 PREPARATION GUIDE (included in this Desk Guide) for block-by-block instructions.

III. Summary of Action:

1. Preferred submission is as a regular document, using bullet format, not on the reverse of the OPNAV 1650/3.
2. Use easy to read lower case font: Courier 10 PT.
3. Limit SOA to one page for all awards, with the exception of MM or higher.
4. Dates in Block 12 of the OPNAV 1650/3, Summary of Action, and the Citation must match.
5. Properly define all acronyms. Write out unit names, etc.
6. Include specific actions, numbers, and justify the recommended award. Do not write a biography.
7. Place the following identification statement at the top of the page:
"Summary of Action ICO LCDR John S. Example, USNR, 999-99-9999."

MOST COMMON ERRORS

GENERAL

1. PROOFREAD/SPELLCHECK: Recommendations requiring major rewrites will be returned.
2. LEAD TIME: Recommendation not started early enough to complete before retirement/change of command/transfer.
3. CHAIN OF COMMAND: Ensure the proper chain of command is followed. If any part of the chain is skipped, the recommendation will be returned.
4. Document not e-mailed or disk not included.

OPNAV 1650/3

1. "To" Block: Includes incorrect awarding authority.
2. Block 11: Number does not agree with Block 19.
3. Block 12: Dates don't match Summary of Action and Citation.
4. Block 18: Duty assignment not consistent with proposed Citation.
5. Block 19: Copy of award received during same action period is not included with the submission.
6. Block 19: Incomplete/erroneous information regarding previous awards.
7. Blocks 14, 15, 16 incomplete or inaccurate.

SUMMARY OF ACTION

1. Acronyms not properly defined.
2. Not enough specific details and results to support recommendation.
3. Retirement awards do not include "Career" highlights.
4. Hard to read font.

CITATION

1. Incorrect opening and closing statements used.
2. Acronyms not properly defined.
3. Geographical location not included.
4. Too long!!!

OPNAV 1650/3 PREPARATION GUIDE

BLOCKS	INPUT
From:	Your command and address.
To:	Commander, Naval Reserve Readiness Command Region Eight for NA/NC , Chief of Naval Operations for MM , Secretary of the Navy for LM .
Command POC:	Name/phone number of your command Awards Clerk.
If retirement:	Enter number of years, if applicable, otherwise N/A.
1.	Member's SSN, with hyphens.
2.	Officer's designator. If nominating OTHER THAN Naval personnel, enter member's Military Occupation Specialty, otherwise N/A.
3.	LAST, First, Middle, plus Jr., Sr., III, etc.
4.	USN/USNR/USNR(TAR)/USA/USMC/USANG or CIV, or as appropriate.
5.	Nominee's rate: PN1, LCDR, CAPT, CPL, SGT, GS5, etc.
6.	Enlisted Warfare Specialty: SW (Surface Warfare), AW (Aviation Warfare), SS (Submarine Warfare), FMF (Fleet Marine Force), SCW (Seabee Combat Warfare).
7.	UIC/RUIC to which person was assigned during action.
8.	2-letter code from reverse side of OPNAV 1650/3, or LOC for letter of commendation.
9.	"X" yes or no, as appropriate.
10.	"X" appropriate box.
11.	First, second, third, etc. for medals submission. Enter N/A for LOCs.
12.	FULL DATES (day/month/year), not just month and year. Note: These dates MUST AGREE with the proposed Citation and Summary of Action.
13.	CONUS if stateside, or WESTPAC, EUROPE, CARIBBEAN, MED, etc.
14.	For enlisted personnel, enter EAOS/EOS. All others, enter N/A.
15.	Date of Retirement, Change of Command, Transfer, Terminal Leave, as appropriate. (N/A if remaining in unit.)
16.	Next duty station for PCS move, or home address if retiring. (N/A if remaining in unit.)
17.	Command/unit name.
18.	Duty assignment for which the award is recommended.
19.	For personal awards, use 2-letter codes from reverse side of OPNAV 1650/3. Examples: NC: OCT95-SEP97, NA: FEB91-JUL93. (Provide copy if within same period.) If no prior awards, enter NONE. Verify accuracy.
20.	As appropriate, or NONE.
21.	As appropriate, or NONE.
22.	Place "X" in one block only, as appropriate.
Name, Grade, Title of Originator:	Initials, last name, rank, and title of originator. Example: J.S. Smith, CDR, CO. Then signature and date signed.
23.	Enter Via Commands, not Recommended Award.
24.	To be completed by awarding authority only.

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

PROPOSED CITATION FORMAT

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL
(GOLD STAR IN LIEU OF SECOND AWARD)

YEOMAN FIRST CLASS WILLIAM S. JOHNSON
UNITED STATES NAVAL RESERVE

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS DUTIES
WHILE SERVING AS (enter job title) ***

*** if assigned to an Echelon IV Command, use ON THE STAFF OF...

*** if assigned to a Reserve Center, use AT NAVAL RESERVE CENTER, CITY,
STATE...

*** if assigned to a Reserve Unit, use OF or IN (depending
upon the job title) NAVAL RESERVE NAVAL HOSPITAL CHARLESTON 101,
(use location of Echelon V) SAVANNAH, GEORGIA, FROM (use full
dates) 19 JANUARY 1995 TO 20 SEPTEMBER 1996.

Insert specific action achieved.

PETTY OFFICER JOHNSON'S MANAGERIAL ABILITY, PERSONAL INITIATIVE, AND UNSWERVING
DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE
HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

1. Must be in UPPER CASE, Courier 10 PT. No more than 8 lines total
Landscape.
2. Write out complete name of unit, not abbreviation.
3. Limit specific accomplishments to most noteworthy.
4. Dates must match 1650 and Summary of Action.
5. Action mentioned in Citation must appear in Summary of Action.
6. Use correct opening and closing statements per references (a) through
(c).
7. The sentence "Petty Officer Johnson consistently performed his
demanding duties in an exemplary and highly professional manner" is a
generic catchall, takes up valuable space for specific accomplishments,
and is NOT REQUIRED.
8. If a retirement award, the statement "His exemplary achievements
culminated a distinguished career of over __ years of loyal and
faithful service to his country" should be included as the next to last
sentence in the Citation.

NAVY AND MARINE CORPS COMMENDATION MEDAL

PROPOSED CITATION FORMAT

NAVY AND MARINE CORPS COMMENDATION MEDAL
(GOLD STAR IN LIEU OF SECOND AWARD)

CHIEF YEOMAN SAMANTHA S. SMITH
UNITED STATES NAVAL RESERVE

MERITORIOUS SERVICE WHILE SERVING AS (enter job title) ***

*** if assigned to an Echelon IV Command, use ON THE STAFF OF...

*** if assigned to a Reserve Center, use AT NAVAL RESERVE CENTER, CITY, STATE...

*** if assigned to a Reserve Unit, use OF or IN (depending upon the job title) NAVAL RESERVE NAVAL HOSPITAL CHARLESTON 101, (use location of Echelon V) SAVANNAH, GEORGIA, FROM (use full dates) 19 JANUARY 1995 TO 20 SEPTEMBER 1996.

Insert specific action achieved.

CHIEF SMITH'S DISTINCTIVE ACCOMPLISHMENTS, UNRELENTING PERSEVERANCE, AND STEADFAST DEVOTION TO DUTY REFLECTED CREDIT UPON HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

1. Must be in UPPER CASE, Courier 10 PT. No more than 8 lines total Landscape.
2. Write out complete name of unit, not abbreviation.
3. Limit specific accomplishments to most noteworthy.
4. Dates must match 1650 and Summary of Action.
5. Action mentioned in Citation must appear in Summary of Action.
6. Use correct opening and closing statements per references (a) through (c).
7. The sentence "Chief Smith consistently performed her demanding duties in an exemplary and highly professional manner" is a generic catchall, takes up valuable space for specific accomplishments, and is NOT REQUIRED.
8. If a retirement award, the statement "His exemplary achievements culminated a distinguished career of over __ years of loyal and faithful service to his country" should be included as the next to last sentence in the Citation.

MERITORIOUS SERVICE MEDAL

PROPOSED CITATION FORMAT

The President of the United States takes pleasure in presenting the MERITORIOUS SERVICE MEDAL (Gold Star in lieu of the Second Award) to

COMMANDER JANE S. JONES
UNITED STATES NAVAL RESERVE

for service as set forth in the following

CITATION:

For outstanding meritorious service as (enter job title)***

*** if assigned to an Echelon IV Command, use "on the staff of"...

*** if assigned to a Reserve Center, use "at Naval Reserve Center, City, State"...

*** if assigned to a Reserve Unit, use "of" or "in" (depending upon the job title) (name of unit) Naval Reserve Naval Hospital Charleston 101, (use location of Echelon V) Savannah, Georgia, from (use month/year for MMs) January 1995 to September 1996.

Insert specific action achieved.

By her exceptional professional ability, personal initiative, and total dedication to duty, Commander Jones reflected great credit upon herself and upheld the highest traditions of the United States Naval Service.

For the President,

1. Use lower case Courier 12 PT.
2. Total length of Citation must be 18-22 lines, maximum.
3. Dates must match 1650 and Summary of Action.
4. Action mentioned in Citation must appear in Summary of Action.
5. Use correct opening and closing statements per references (a) through (c).
6. Do not include specific reference to retirement.

LEGION OF MERIT

PROPOSED CITATION FORMAT

The President of the United States takes pleasure in presenting the LEGION OF MERIT to

CAPTAIN PAUL A. ROBERTS
UNITED STATES NAVAL RESERVE

for service as set forth in the following

CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as (enter job title)***

*** if assigned to an Echelon IV Command, use "on the staff of"...

*** if assigned to a Reserve Center, use "at Naval Reserve Center, City, State"...

*** if assigned to a Reserve Unit, use "of" or "in" (depending upon the job title) (name of unit) Naval Reserve Naval Hospital Charleston 101, (use location of Echelon V) Savannah, Georgia, from (use month/year for LMs) January 1995 to September 1996.

Insert specific action achieved.

By his outstanding leadership, commendable innovation, and inspiring dedication to duty, Captain Roberts reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

For the President,

Secretary of the Navy

1. Use lower case Courier 12 PT.
2. Total length of Citation must be 18-22 lines, maximum.
3. Dates must match 1650 and Summary of Action.
4. Action mentioned in Citation must appear in Summary of Action.
5. Use correct opening and closing statements per references (a) through (c).
6. Do not include specific reference to retirement.

REDCOM EIGHT FLAG LETTER OF COMMENDATION

PROPOSED CITATION FORMAT

PERSONNELMAN THIRD CLASS DONALD R. SCOTT
UNITED STATES NAVAL RESERVE

For superior performance of his duties while serving as (enter job title)***

*** if assigned to an Echelon IV Command, use "on the staff of"...

*** if assigned to a Reserve Center, use "at Naval Reserve Center, City, State"...

*** if assigned to a Reserve Unit, use "of" or "in" (depending upon the job title) (name of unit) Naval Reserve Naval Hospital Charleston 101, (use location of Echelon V) Savannah, Georgia, from (use full dates) 19 January 1995 to 20 September 1996.

Insert specific action achieved.

Petty Officer Scott's management ability, personal initiative, and loyal dedication to duty reflected credit upon himself and were in keeping with the highest traditions of the United States Naval Service.

1. Use lower case Times New Roman 12 PT.
2. Limit length of Citation to 18-22 lines.
3. Dates must match 1650.
4. No Summary of Action required for LOCs.

COMNAVSURFRESFOR FLAG LETTER OF
COMMENDATION

PROPOSED CITATION FORMAT

STOREKEEPER SECOND CLASS DAVID R. WELLINGTON
UNITED STATES NAVAL RESERVE

For professional achievement in the superior performance of his duties while serving as (enter job title)***

*** if assigned to an Echelon IV Command, use "on the staff of"...

*** if assigned to a Reserve Center, use "at Naval Reserve Center, City, State"...

*** if assigned to a Reserve Unit, use "of" or "in" (depending upon the job title) (name of unit) Naval Reserve Naval Hospital Charleston 101, (use location of Echelon V) Savannah, Georgia, from (use full dates) 19 January 1995 to 20 September 1996.

Insert specific action achieved.

Petty Officer Wellington's management ability, personal initiative, and loyal dedication to duty reflected credit upon himself and were in keeping with the highest traditions of the United States Naval Service.

1. Use lower case Courier 12 PT.
2. Limit length of Citation to 18-22 lines.
3. Dates must match 1650.
4. No Summary of Action required for LOCs.